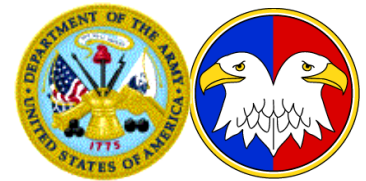# *HOW TO GUIDE*

Managed Reporting Environment
(MRE)
Brought to you by
USARC REQUEST Operations Center (ROC)

➢ *USARC ROC Point of Contact*
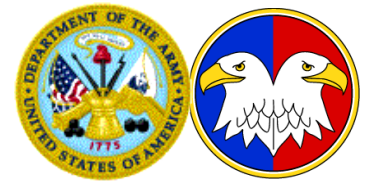
Send Email to:

g1.request.team@usarc-emh2.army.mil

Managed Reporting Environment (MRE)

- ➢ *Provides PMS with a data management tool to view REQUEST vacancy and UIC data.*

  - • *PMS may view current unit data and vacancy data with only a few keystrokes.*

  - • *There are many different purpose reports for ease of individual use.*

- ➢ *Print these slides, put them next to your keyboard and simply follow the steps!*

Step 1
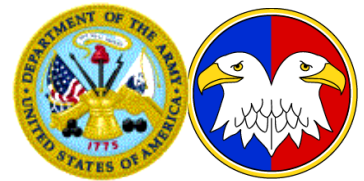
➢ In the address field of your browser, copy and paste the below URL, then hit Enter:

- **https://keyview.hoffman.army.mil/ibi_html/workbnch/ mrlogon.htm**

- **Then press the GO button or hit Return**

Step 2:
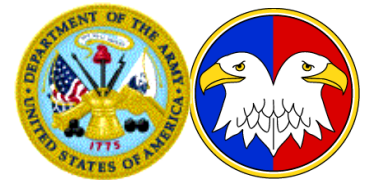
IMPORTANT:

DO NOT CHANGE

THE PASSWORD!

THIS IS A PUBLIC

USE TOOL!

User ID here is: PMS

User ID here is: UZAPMS

Use UPPER CASE for

User ID and lower case

for password

The password for both is

and will be:

usarmy04

Then left click

Step 3:
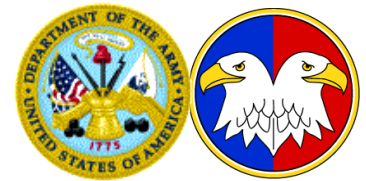
Left click on the Domain button to reach the Repository
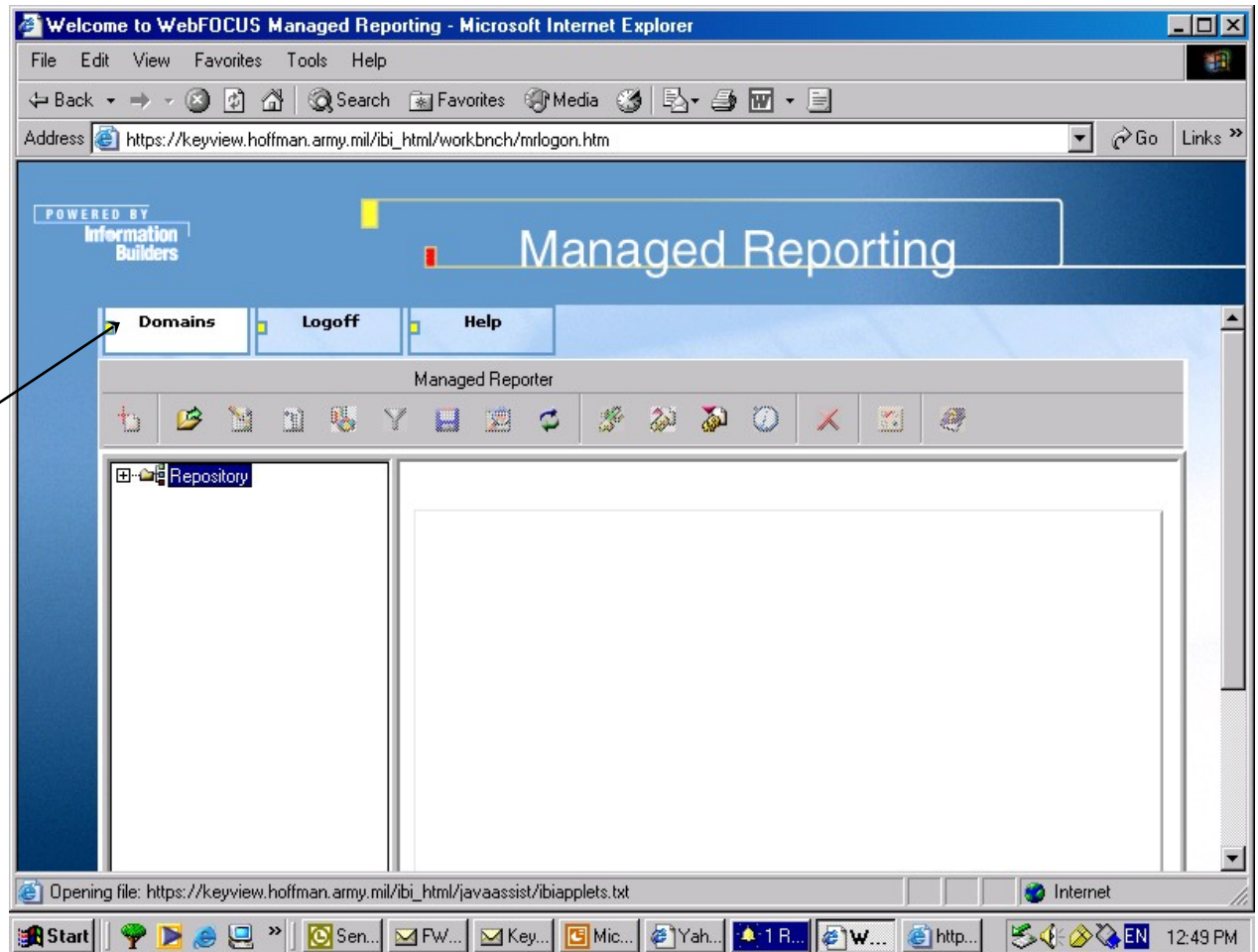
Step 4:
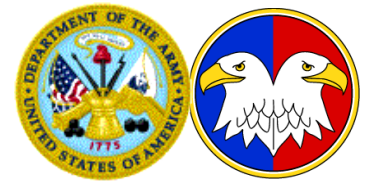
When this window opens, double click on Cadet Command
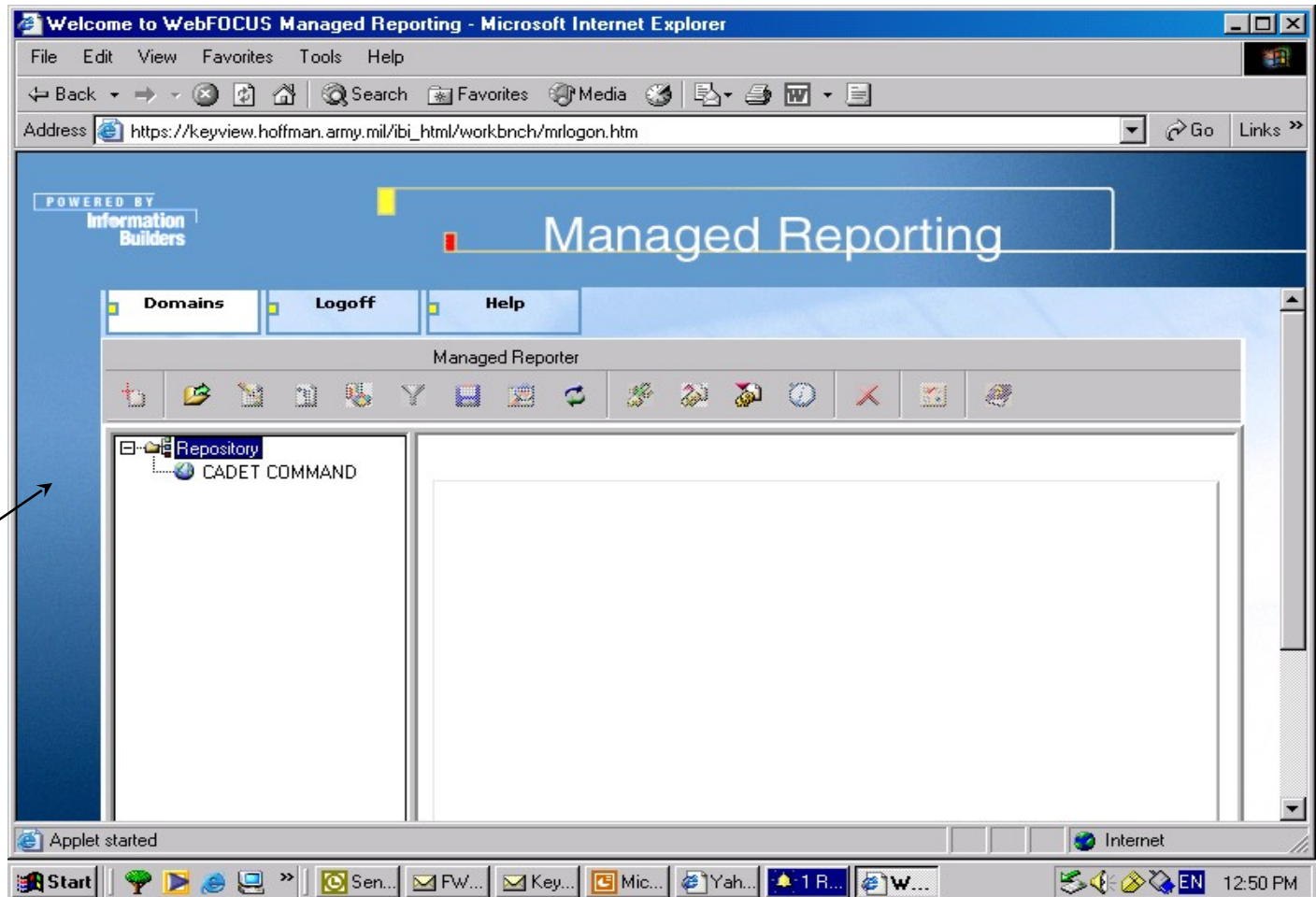
Step 5:

We have provided several standard reports for your review and information.

Click on the + sign
next to the desired
folder, for this
exercise, click on all
the + signs to
reveal all the reports
currently available.
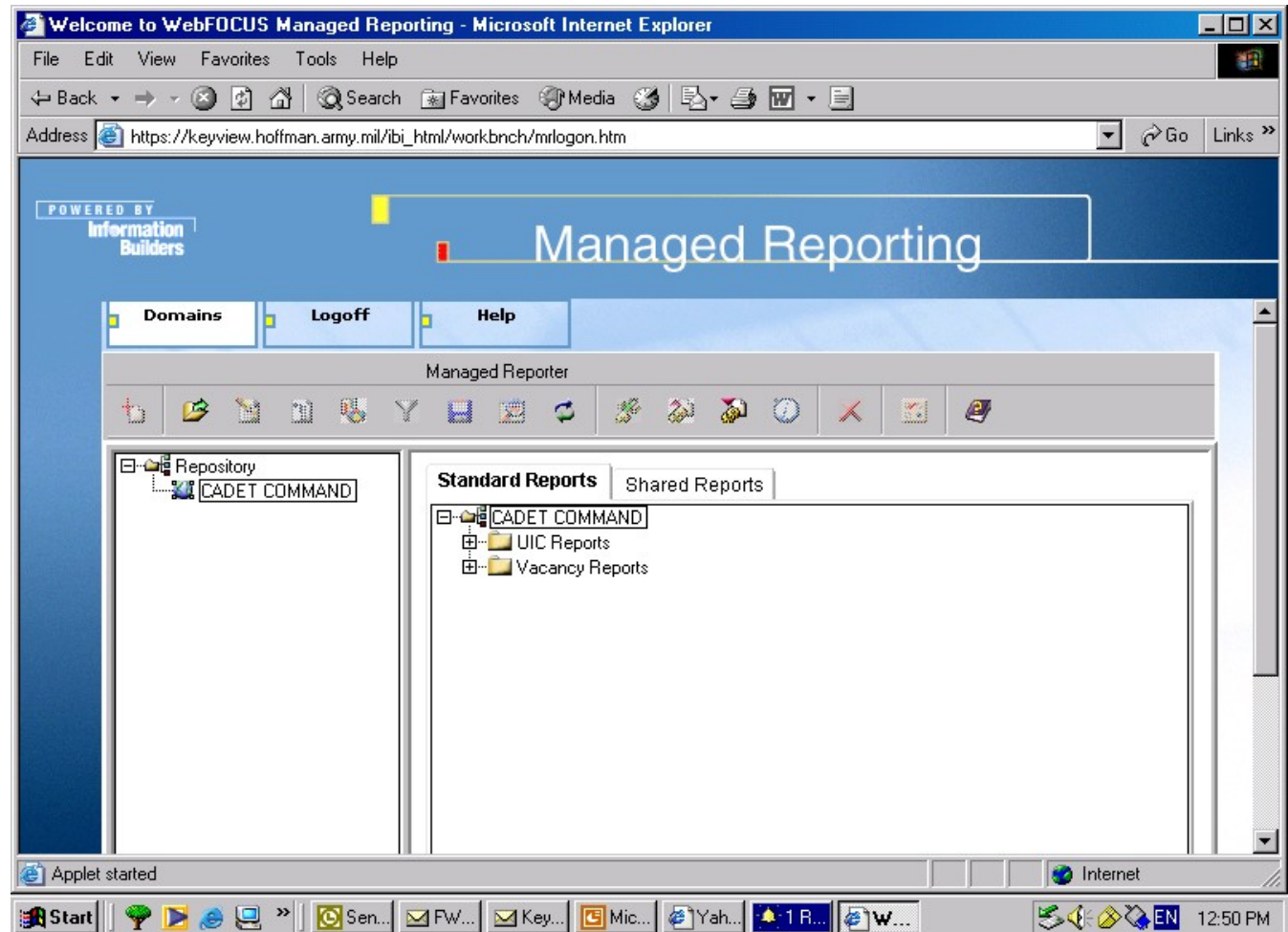
Step 6:

To view open LT vacancies by state, select this report by RIGHT clicking, then select run by LEFT clicking

Step 7:

Enter the 2

Character state

abbreviation in

UPPER CASE,

and

left click on the

Submit button

LT_VACS_BY_STATE - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back   →   Search   Favorites   Media

Address   https://keyview.hoffman.army.mil/ibi_apps/WFServlet?IBIMR_action=MR_RUN_FEX&IBIMR_sub_action=MR_STD_REPORT&   Go   Links

ENTER_2_CHARACTER_STATE_CODE_IN_UPPERCASE:

Submit

Reset

Done   Internet

Start   Sen...   FW...   Key...   Mic...   Yah...   1 R...   Wel...   LT...   EN   12:47 PM

Step 8:

This report returns LT vacancies for the selected state by city.

Please review the glossary for column heading definitions.

File is in XLS format and can be easily saved or printed.

Repeat steps 7 thru 9 to run other reports.

Browser window title: https://keyview.hoffman.army.mil/ibi_apps/WFServlet?PG_REQTYPE=REDIRECT&PG_Func=GETBINARY&PG_Fi - Microsof...

Address: https://keyview.hoffman.army.mil/ibi_apps/WFServlet?PG_REQTYPE=REDIRECT&PG_Func=GETBINARY&PG_File=xiwho.xhl

Cell A1 = ST

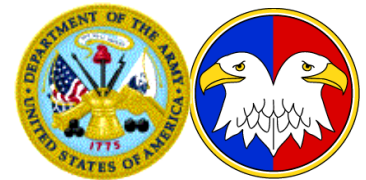|	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ST	CITY	ASG_UIC	PARA	LINE	POSN	MPC	GRD	GNDR	MOS	SQI	ASI	LANG	STAT	TYPE	VCN	
2	AR	ARKADELPHIA	WRKCA2	202	01	0185	O	2	M	21B	00	YY	O	O		2037671	
3		BARLING	WQZNAA	101	02	0010	O	2	I	21B	00	YY	O	P		2087594	
4				102	01	0075	O	2	I	21B	00	YY	O	P		2087596	
5						0080	O	2	I	21B	00	YY	O	P		2087598	
6				105	01	0655	O	2	I	21B	00	YY	O	P		2087592	
7			WVLRA1	102	01	0165	O	2	I	91B	00	YY	O	P		2005201	
8			WVLRA1	103	01	3645	O	2	I	92A	00	YY	O	P		2005203	
9		CONWAY	WRKCB0	201	02	0010	O	2	M	21B	00	YY	O	O		2035623	
10				202	01	0180	O	2	M	21B	00	YY	O	O		2037571	
11						0185	O	2	M	21B	00	YY	O	O		2037604	
12				204	01	0845	O	2	M	21B	00	YY	O	O		2036904	
13		EAST CAMDEN	WVN6A2	103	01	1350	O	2	I	74A	00	YY	O	P		2049824	
14						1355	O	2	I	74A	00	YY	O	O		2036984	
15			WVN6A2	101	02	0010	O	2	I	74B	00	YY	O	P		9724776	
16		EL DORADO	WNBWR2	137	01	1815	O	2	I	92A	00	YY	O	P		2010564	
17		FAYETTEVILLE	WNEAR1	103	01	0100	O	2	I	74A	00	YY	O	P		2112838	
18							O	2	I	74A	00	YY	O	O		2114164	
19						0105	O	2	I	74A	00	YY	O	P		2112840	
20							O	2	I	74A	00	YY	O	O		2114160	
21			WNEAR1	101	02	0010	O	2	I	74B	00	YY	O	P		2113367	
22		HARRISON	WRKCC1	201	02	0010	O	2	M	21B	00	YY	O	O		2036638	
23				202	01	0190	O	2	M	21B	00	YY	O	O		2037110	
24				204	01	0845	O	2	M	21B	00	YY	O	O		2037481	

Sheet1

Start menu with taskbar items: Sen..., FW..., Key..., Mic..., Yah..., 1 R..., Wel..., htt...   12:48 PM

MRE Standard Report Definitions
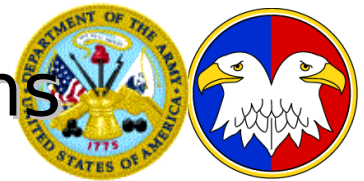
➢ *UIC Reports*
- *UIC Info Report – provides current address data for the selected UIC to include telephone number.*

➢ *Vacancy Reports*
- *09R Vacs by State – displays all 09R vacancies for a user selected state. Report is sorted by city, in alphabetical order.*
- *LT Vacs by AOC – displays all LT vacancies for a user selected AOC. Report is sorted by*
- *LT Vacs by AOC by State – displays all LT vacancies for a user selected AOC and state. Report is sorted by*
- *LT Vacs by State – displays all LT vacancies for a user selected state. Report Is sorted by city, in alphabetical order.*

➢ *All reports are displayed in excel format for easy saving or printing.*

Glossary
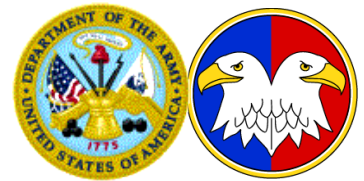
- **Gender – M = Male; F = Female; I = Immaterial**

- **Language – YY = No language requirement**

- **Para – Line – Posn – Paragraph, Line and Position Number. Refers to unit structure.**

- **Stat – Status code of the vacancy. O = Open; C = Closed; H = Hold.**

- **UIC – Unit Identification Code. Unique 6 character code assigned to every Army Reserve unit.**

- **VCN – Vacancy Control Number. Unique number assigned to each vacancy.**